

Role Charter

POSITION:	MANAGER, STRATEGIC PROCUREMENT
Reports to:	Executive Manager, Finance
Accountable to	Director, Corporate Services
Directorate:	Corporate Services
Date revised:	April 2026

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To lead the development, implementation, and continuous improvement of procurement strategy, policies, systems, and practices to achieve best value for money, compliance, and long-term financial sustainability, and to provide expert strategic advice to the Executive Leadership Team (ELT) on procurement, contract management, probity, and supply chain risk.

To provide end-to-end leadership of the Procure-to-Pay (P2P) function, integrating Procurement, Stores/Warehouse, and Accounts Payable to deliver a controlled, efficient, and compliant operating model, and to drive a proactive, data-informed procurement function that strengthens governance, improves visibility of spend, and supports organisational decision-making.

Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

Management

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

Manage operations

- Support the Executive Manager and the team in the effective delivery of Council's services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Executive Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

Manage relationships

- Act as the primary link between the Executive Manager and the staff of the team.
- Participate in nominated cross organisational teams.

- Establish and maintain productive relationships.

Manage performance

- Have input into business plans for the section for integration with Council's Strategic Planning.
- Monitor and report on team performance.
- Identify employee development and performance improvement within Council's workforce development framework.
- Focus on the continuous improvement.

Core Accountabilities

1. Lead complex, high-value tenders, sourcing initiatives, and negotiations to establish supply arrangements that maximise Council's buying power and deliver sustainable value.
2. Develop commercial strategies, including pricing models (e.g. schedule of rates, margin-based contracts), to optimise cost, risk, and performance outcomes.
3. Establish and maintain a central contract management framework and register, and oversee contract performance, compliance, variations, extensions, and renewals, driving organisation-wide contract compliance and reduce off-contract spend.
4. Develop and manage a forward procurement pipeline aligned with Council's operational and capital works programs, proactively identify upcoming procurement activities and contract requirements to avoid reactive sourcing.
5. Act as Council's procurement expert, providing probity advice and oversight for high-risk or sensitive procurements, ensuring compliance with the Local Government Act 1993, Local Government (General) Regulation, and ICAC guidelines, and embed robust procurement governance, policies, and procedures across the organisation.
6. Develop and maintain procurement dashboards and reporting frameworks, and provide insights to ELT to support financial planning, cost control, and strategic decision-making, and identifying opportunities for improved procurement outcomes.
7. Develop supplier engagement and performance management frameworks and manage strategic supplier relationships to drive performance, innovation, and value, including developing supplier engagement and performance management frameworks, addressing underperformance through structured contract management.
8. Strengthen procurement controls to minimise financial, operational, and reputational risk, and identify procurement and supply chain risks and implement mitigation strategies.
9. Implement fraud prevention measures, including vendor verification and segregation of duties across P2P processes.
10. Drive sustainable procurement practices, including environmental, social, and local economic local content and broader social procurement initiatives aligned with Council priorities.
11. Oversee Stores operations including, inventory management, warehousing operations, procurement, tracking and disposal of plant, fleet components, and materials held in stores.
12. Lead and optimise the end-to-end Procure-to-Pay (P2P) process, ensuring seamless integration between procurement, receipting, and payment, and improve efficiency through process optimisation, automation, and system enhancements.

13. Strengthen controls around vendor onboarding, invoice processing, and payment approval to mitigate fraud risk, while ensuring compliance with GST and financial regulations.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Tertiary qualifications in Procurement, Commerce, Business, Law, Logistics, or related discipline.
2. Extensive experience in public sector procurement (preferably Local Government), including tendering, contract negotiation, and supplier management.
3. Demonstrated experience managing high-value contracts and establishing contract management frameworks, contract lifecycle management and supplier performance management.
4. Strong capability in procurement reporting, analytics, and dashboard development, including spend analysis, financial interpretation, and data-driven decision-making.
5. Strong understanding of Procure to Pay processes and internal controls with experience overseeing procurement, stores/warehouse, and/or accounts payable functions.
6. Proven ability to lead, develop, and manage high-performing teams.
7. Experience with procurement and financial systems (e.g. VendorPanel, TechnologyOne).
8. Highly developed negotiation, influencing, and stakeholder engagement skills.

Desirable Criteria

1. Post-Graduate qualification in Management or related discipline.

Date:

Agreed:

Employee Name

Employee signature